

COMPTROLLER GENERAL'S OFFICE
CHANGE OF FINANCE DIRECTOR CONTACT FORM

1. Please enter the correct name, address, e-mail, telephone number, and fax number of your agency's new finance director below.

Name of Finance Director:

Name of Agency:

Mailing Address:

Email:

Telephone:

Fax:

Effective Date of Change:

2. Please check **one** of the following delivery options:

_____ The Comptroller General's Office may place finance documents in our agency's courier bin on the Third Floor of the Wade Hampton Office Building because we pickup up reports and other documents from that bin several times per week.

_____ We do not regularly pick up reports and other documents from the courier bin on the Third Floor of the Wade Hampton Office Building, but we are an **Interagency Mail Service (IMS)** participant. Please send all financial documents via IMS.

(Please provide your IMS address if different from the address listed above.)

_____ We are not an Interagency Mail Service participant and do not regularly pick up documents from our agency's courier bin on the Third Floor of the Wade Hampton Office Building. Please send all financial documents via **U.S. Mail**.

Please send the completed form to the individual below:

Anjali Griffin
Statewide Accounting Division
E-mail: agriffin@cg.sc.gov